

School of Education & Social Policy

To SESP Study Abroad Students:

Here are important SESP policies and procedures to bear in mind as you prepare to study abroad.

Course Credits and Their Application

The maximum number of credits allowed from Study Abroad is 12 credits.

Approval for foreign study by the University Study Abroad Committee applies to the general program you have described and does not constitute advance approval of individual courses. You must obtain pre-approval from your advisor in order to count coursework earned through study abroad toward your SESP degree requirements.

Credit in SESP will not be given for courses that are inappropriate to the School's curriculum or that do not meet the usual standards for credit in the School. For example, credit is not given for repetition of work which has already received Northwestern credit or for internships and independent study not specifically approved by your advisor.

While you are abroad, any changes must be discussed with your advisor (via e-mail is adequate) to ensure that you will receive credit for that course.

Retain all class descriptions, syllabi, papers, readings, and other course materials from your classes overseas; these might be needed to determine the kind of transfer credit you will receive.

Upon return to Evanston, set up a meeting with your advisor once you have a transcript from your study abroad program and bring a copy of your transcript to that meeting. You may meet with your advisor before you have a transcript in case you have concerns, but nothing can be made official until your advisor sees a copy of your transcript. At that time, s/he will make the final determination of how your study abroad coursework will apply toward your degree requirements. Notation of assignment of course credit (and at what level) will be written on the SESP Undergraduate Petition.

Once your adviser receives a copy of your transcript from the Study Abroad Office, your adviser will send a copy of the petition to your degree auditor. Once the degree auditor receives your transcript, the following will be noted at the beginning of your transcript (for coursework taken outside Northwestern): GEN_CRED 1XX. If you earned six credits abroad, this will be written six times on your transcript. If you are applying to graduate school and are concerned about the impact of having GEN_CRED 1XX on your transcript, you may want to have a copy of your transcript from your study abroad institution sent to any graduate schools to which you are applying for admission.

If you are attempting a minor or second major in another school, you must gain permission of that department to transfer courses toward the minor or major.

Registering for Courses at Northwestern While Abroad

If you will be at a location with limited internet access and unable to register yourself, arrange a plan with your advisor regarding your registration. She or he will be able to assist you in registering from afar.

Practicums and Internships

Be sure to work in advance with both your advisor and Bruce Nelson (for LOC, SOC POL, & HDPS practicums) or Meg Kreuser (for student teaching) to ensure that you follow proper procedures and meet all necessary deadlines while abroad. It is especially important to do as much advance work as possible in lining up practicum sites. Internships taken abroad may only be counted toward elective credit.

Residence Requirement

The last 23 quarter-courses of the total required for the bachelor's degree must be taken while you are enrolled in residence at Northwestern University. We waive portions of the residence requirement to allow you to study abroad with the understanding that if you are abroad during the entire junior year, you must be enrolled full time for three quarters in the senior year. If you are abroad for part of the junior year, you must be enrolled full time for three quarters at NU following study abroad (participation in a SESP practicum during summer of your junior year would count as one of these quarters). If you are abroad during fall term of your senior year, you must be in residence four of the six quarters preceding the awarding of your degree.

Petition to Graduate

If you are studying abroad during fall term of your senior year, be sure to complete your petition to graduate prior to departing for your study abroad program. Your petition must be completed approximately one calendar year before your anticipated graduation date.

Honors and Scholarships

If you are interested in pursuing a senior honors thesis, you should discuss this with your advisor before you depart. You may not be abroad in the spring of your junior year or the fall of your senior year if you want to participate in the honors program.

If you are interested in applying for various national and international fellowships, such as the Rhodes or Marshall, the deadlines for these scholarships and others are early in the fall quarter. Scholarship information is available from the Office of Fellowships, 1936 Sheridan Road, <http://www.northwestern.edu/fellowships/>.

E-Mail

Electronic mail can be a very useful tool for students studying abroad. If you have an e-mail account while abroad that is different from your Northwestern account, please contact your advisor in order to let him or her know your address should he or she need it. Note: Due to varying technology, some internet connections are limited. Please check with the sponsoring school regarding the availability and quality of internet connections prior to departing.

The SESP Student Affairs Office Postcard Collection

If you send our office a postcard and include your address, we'll send you a *Daily Northwestern*. Our address is: 2120 Campus Drive, Evanston, IL 60208.

Again, best wishes for a challenging and rewarding experience abroad!

Sincerely,

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